



San Bernardino County

Land Use Services Department, Code Enforcement Division

San Bernardino County Government Center
385 N. Arrowhead Ave., 1st Floor
San Bernardino, CA 92415-0185
Phone (909) 387-8311
Fax (909) 387-3249

Hesperia Office
15900 Smoketree St.
Hesperia, CA 92345
Phone (760) 995-8140
Fax (760) 995-8167

Rancho Office
8575 Haven Ave., #130
Rancho Cucamonga, CA 91730
Phone (909) 948-5075

SIGN REGISTRATION

NOTE: Registration by the County Land Use Services Department does not relieve the sign owner or property owner of the responsibility of compliance with County building and zoning requirements.

GENERAL PROCEDURES

1. Submit application and fees – County staff will use the checklist to determine whether your application may be accepted.
2. Application processing – The code enforcement officer will review the application and will approve the permit as quickly as possible, if he/she is able to make the required findings and all standards have been met.
3. A permanent sign is defined as any words, letters, — emblems, designs, or other marks shown on any metal, painted surface, wood, plaster, or other device of any kind or character by which anything is made known and used to attract attention.
4. All existing and new permanent signs established in conjunction with a commercial, industrial, private institutional, or agricultural business use shall be subject to yearly sign registration.
5. Signs **exempt** from registration are as follows:
 - A. Signs located inside a building, courtyard, mall or other similar structure, provided such signs are not conspicuously visible and readable from a public street or adjacent properties not under the same ownership.
 - B. Signs issued or enforced by a constitutional governmental body, public agency, court, person, or officer in performance of a public duty.
 - C. Warning signs and legal notices.
6. Sign registration application and plot plan shall be submitted to the San Bernardino County Land Use Services Department prior to the issuance of any building permit for the installation, wiring, remodeling, or reconstruction of any sign or portion thereof which requires a building permit.
7. Existing and/or nonconforming use signs must show proof of construction permit or supporting documentation along with a copy of plot plan that shows that they were legally installed.

CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your Sign Registration application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Code Enforcement Division at the numbers listed above.

Section A – Fees

1. _____ Check or money order made payable to San Bernardino County Code Enforcement in the correct amount.

Application Fee	\$48.00 minimum per sign
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Section B - County Documents

2. _____ Completed Application.

Existing Signs: One form for each property/lot where signs are located. All signs on one lot may be included on one application.

New Signs: One form for each property/lot where signs are located. Different site locations require separate applications. All signs on one lot may be included on one application.

Section C - Other Documents

3. _____ One copy of a plot plan.

Applications for registration of a New Sign must also submit the following:

4. _____ One copy of the plan review permit for Building and Safety or Land Use Compliance Review or Construction Permit.
5. _____ One copy of sign elevation plan.
6. _____ One copy of plan check approval must be submitted prior to the issuance of sign(s) registration decals.

Sign Registration Application

Complete all sections of this application. If you believe a question does not apply, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call Code Enforcement at the appropriate office listed at the top of the cover page.

Section 1 - Applicant Data. (This is the person who the county will contact regarding this application).

Establishment Name

Applicant Name

Establishment Address

Applicant Address

Establishment City and Zip

Applicant City and Zip

Phone Number

Phone Number

☐ Check here if applicant is same as legal owner.

Legal Owner Name

IMPORTANT

All Correspondence should be sent to:

Legal Owner Address

☐ Establishment

☐ Owner

☐ Applicant

Legal Owner City and Zip

Establishment APN #

Phone Number

Section 2 – Sign Information

IMPORTANT – Please Circle One

SIGN INFORMTATION – Circle One: Existing Sign or New Sign

Sign Dimensions	Square Feet (If Double Face, X2)	Approximate Year Sign Built	Wall Sign	Type of Sign Roof Sign	Free Standing	Registration Fee

NEW SIGN APPLICATIONS

Building and Safety Permit Number _____

Section 4 – Signatures:

I certify that I am the (check one)

- ☐ Legal Property Owner as shown on recorded deed.
- ☐ Corporate Officer(s) empowered to sign for the corporation.
- ☐ Owner's Legal Agent having Power of Attorney for this action.
- ☐ Tenant with leasing agreement.
- ☐ Sign owner with leasing agreement or other permission from property owner.
- ☐ Contractor/Sign Builder (New signs only).

State License Number _____

I certify under penalty of perjury that the above information is true and correct. Submittal of evidence to the above mentioned may be required by the County prior to approval. Failure to provide satisfactory information and/or and incomplete application may result in denial of application.

Signature

Print Name

Date